



IT INTERN. VILNIUS, LITHUANIA

WHY US?

Avion Express is a narrow-body ACMI (Aircraft, Crew, Maintenance, Insurance) and charter operator. Avion Express provides top-level short and long-term aircraft wet-leasing (ACMI) solutions and also offers its clients aircraft on a charter basis. The company operates an Airbus A320 family aircraft fleet.

Avion Express is looking for ambitious professionals to support the company's matters and further development of the company. The position is based in Vilnius, Lithuania.

The company creates a supportive work environment and conditions for employees to grow, both professionally and personally.

ARE YOU READY TO?

- We are looking for an IT Administrator Intern to join the team and help ensure the smooth operation of the company's IT infrastructure. This is a great opportunity to gain practical experience working with daily IT systems, user support, and equipment management.

Responsibilities:

- Technical support for employees: resolving basic software and hardware issues.
- User account management: password resets, resolving account lockouts, and basic Microsoft 365 administration.
- Workstation setup: preparing new computers (OS installation, configuration, and software deployment).
- Documentation and asset management: registering existing IT equipment, updating records, labeling assets, and tracking asset changes.
- MFA configuration: setting up multi-factor authentication and assisting with recovery processes.
- Monthly IT tasks: Mobile data contact synchronization, updating meeting room information, and checking printer consumables.
- Mailbox administration: handling basic Exchange Online issues and assisting with alias or group configuration.
- iPad preparation: installing applications on Apple devices.
- Decommissioning and selling old equipment: assessing equipment condition, registering it, and preparing it for resale or disposal.

DO YOU HAVE WHAT IT TAKES?

- Basic knowledge of IT infrastructure and computer hardware.
- Understanding of how Windows operating systems work.

- Interest in IT administration and cloud services such as Microsoft 365 and Azure AD.
- Responsible and detail-oriented approach to documentation and IT asset management.
- Ability to learn quickly and work effectively in a team.

DOES IT SOUND APPEALING?

- Position, based in Vilnius, Lithuania.
- Lunch compensation, gym for your physical health, daily coffee and fruits and weekly pastries.
- Mentorship support and learning opportunities in the field of IT administration.
- Opportunity to work with modern tools and technologies.
- Experience working in an enterprise-level IT environment.
- Opportunity to become familiar with cybersecurity and information security practices.
- Exposure to IT service delivery management and project management processes.
- Insight into IT operations within the aviation industry.
- Internship certificate and recommendations for future career opportunities.

Avion Express is the largest narrow-body ACMI operator in the world. The company operates its Airbus A320 family aircraft fleet across Europe, as well as Africa, South America and the Asia-Pacific region.